



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
JOHN J. MONTGOMERY MEMORIAL CADET SQUADRON 36
SAN JOSE CALIFORNIA**

1 January 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: PCR-CA-334/CC
2490 Cunningham Avenue
San Jose CA 95148-1003

SUBJECT: Policy Letter #02, Squadron Policy on Cadet Attendance (*modified from 9 Jun 05*)

1. Effective this date, the squadron policy on cadet attendance and how attendance affects consideration for cadet promotions and/or ability to apply for external special activities is as follows. This policy reflects the squadron commander's philosophy that attendance, aside from being required, is one "demonstration of a cadet's ability to accept increased responsibility commensurate with a promotion." (CAPR 52-16 2-4.e.)

a. Attendance at regular meetings is required per 52-16 2-1.b. Regular meetings are standard weekly meetings at Reid-Hillview Airport or as further clarified by the commander. Regardless of cadet grade, all cadets must maintain a regular squadron meeting attendance rating of 75% or better for promotion or to apply for external activities.

b. Attendance at squadron activities is required per 52-16 2-1.b. Squadron activities are events other than weekly meetings that are sponsored and chaperoned by senior and cadet staff for the professional benefit and personal enrichment of the squadron. Regardless of grade, all cadets must maintain a squadron activities attendance rating of 50% or better for promotion or to apply for external activities.

2. Cadets are responsible for declaring their attendance through their chain of command per 52-16 2-1.b. School-related absences will be considered "excused." Sicknes related absences will be considered "excused." In *rare* circumstances, short-term or long-term absences *may* be excused on a case by case basis. The commander will be the approval authority for all cases involving special circumstances.

3. Cadet attendance ratings will be cumulative for one (1) year and will be reset on 1 January of any given year.

4. Questions regarding this policy may be directed to the commander via the chain of command.

A handwritten signature in black ink, appearing to read "MSM", with a stylized flourish at the end.

MICHAEL S. MONTGOMERY, JR., Major, CAP
Commander